

## Benefits Manager

**Tracking Code** 1675

**Job Location** Boise, ID

**Salary** \$85,945 – 101,608 (exempt)

**Application Deadline** 1/26/2012 (5:00 p.m. MST)

### Job Description

The Benefits Manager designs and administers health and welfare benefit plans and programs, including medical, dental, and vision; flexible spending accounts; health savings accounts; life, AD&D, and travel accident insurance; and time off programs. Manages retirement programs (pension and 401k), including qualified and non-qualified defined contribution and defined benefit plans, as well as retiree medical, dental and life insurance. Establishes long-term strategic direction to ensure plans are aligned with company strategy while being competitive, cost-effective, legally compliant and efficiently administered. Monitors legal and competitive landscape. Acts as Company's HIPPA Privacy Officer. Leads regular reviews of plans and programs involving benchmarking, analysis, recommendations, consensus-building, communication and implementation. Ensures that vendors and business partners are delivering products and services effectively and at reasonable cost.

As part of the Total Rewards communication team, develops and supports employee and retiree communications designed to increase understanding and awareness of all benefits offered by Idaho Power. Mentors, coaches and motivates employees. Develops team members to ensure that they have skills and training needed to optimize performance. Supports employees, retirees and their dependents through excellent customer service, providing tools and resources to meet their needs.

### Required Skills

**Knowledge of:** Employee benefits programs, including claims adjudication processes; financial and quantitative measurement techniques; ERISA; vendor management; and HRIS systems.

**Skills in:** Supervisory and leadership responsibilities; strong analytical and organization skills; well-developed interpersonal skills; negotiation; project management; and excellent oral and written communication skills.

**Ability to** Consult with and influence senior leadership and Boards of Directors; present complex issues/data with a high degree level of clarity and impact; generate a high degree of respect from the business units and corporate staff; think strategically and understand business plans, goals, and strategies.

### Required Experience

#### MINIMUM REQUIREMENTS

**Education:** Bachelor's degree in human resources, business administration, economics, finance, or an equivalent combination of education and experience. **Prefer** MBA or MS degree.

**Experience:** Eight or more years of progressively responsible benefits experience and five years benefit management. Required experience in benefit analysis, plan administration, and cost analysis. Proven experience in championing and delivering quality improvement processes.

**Licenses & Certifications:** Valid driver's license with acceptable driving record according to driving requirements of the position. **Prefer** CEBS (Certified Employee Benefit Specialist) and/or CBP (Certified Benefits Professional) desired; SPHR (Senior Professional in Human Resources) or equivalent; Six Sigma.

### Competencies

Decision Making; Building Trust; Communication; Planning and Organizing; Gaining Commitment; Building a Successful Team; Coaching; Customer Focus; Facilitating Change; Innovation; and Adaptability.

To be considered for this position, please visit our website at [www.idahopower.com/careers](http://www.idahopower.com/careers) and complete our online application.

If you have questions, or require assistance or accommodation to complete the online application, please contact us at:

**Phone:** (208) 388-2965 or **E-mail:** [jobs@idahopower.com](mailto:jobs@idahopower.com)

**Idaho Power is an Equal Opportunity Employer.**

### **Additional Requirements**

The successful candidate must demonstrate an understanding of and commitment to Equal Employment Opportunity for all applicants and employees and will be expected to support and facilitate a workplace culture of dignity and respect. Additionally, he/she will be responsible and accountable for supporting the Company's non-union status, its safety culture, event processes, and the accident records of employees in his/her area of responsibility. Relocation assistance may be available.